

North Hampton Heritage Commission

Meeting

September 18, 2008

Location: North Hampton Town Office, Heritage Conference Room

Commissioners Present:

Jenifer Landman, Chair

Jane Currivan, Vice-Chair

Penny Holbert, Secretary

Paul Cuetara

Jane Palmer, Alternate

Steve Fournier, Town Administrator, alternate for Emily Creighton, Selectwoman

Commissioners Absent:

Carolyn Brooks, Treasurer

The meeting was called to order at 9:30 a.m.

A. Removal of Heritage Conference Room Gate

The gate entrance into the Heritage Conference Room serves no purpose. It provides neither security nor a display surface. Remaining closed, it discourages visitors to the Historical mini-museum. When it is open, it barricades the public restroom. The door is hung on traditional hinges and can be removed easily. All Commissioners present agreed to authorize Town Administration to remove the door. A letter addressed to the Board of Selectmen was given to Mr. Fournier to accomplish this directive.

B. Swearing in of Newly Appointed Commissioner

Jane Palmer has been sworn in for her new term as alternate to the Heritage Commission.

C. Town Records Inventory Project

Jenifer Landman completed the document inventory forms (paper files) on behalf of the Heritage Commission. They were timely submitted to Cynthia Swank and Peter Parker, project consultants, for review. The forms were determined to have been properly prepared and were forwarded to Jan Facella, the Committee Chair.

The safe at the Town Administration Office may contain important documents or artifacts. Commissioners recalled that Sue Buchanan, Town Clerk, may have the inventory list made by the former Town Clerk of the contents of the safe. Steve Fournier will request Sue to examine the contents.

D. Approval of Minutes

The minutes for August 21, 2008 were reviewed. A motion to accept the minutes as written was made by Jane Palmer, seconded by Paul Cuetara. The motion was passed unanimously.

E. Treasurer's Report

In the absence of the Treasurer, Penny Holbert, Secretary, provided a summary of the balance of Heritage Funds (general ledger account #01-4191-10-810), which totaled \$2,061.23 for the period 7/1/04 to present. During the process of researching this balance, an oversight was discovered.

Steve Fournier explained that the Town approved a warrant to be effective in 7/1/2004, which directed surplus funds (budget less expenditures) to be accumulated in a fund. Steve stated that though the fund was authorized, it was never appropriated. A fund should have been established by the Trustee of Trust Funds and then the Town should have paid any remaining budgeted funds annually to the Trustee.

The Town has been provided with an accounting and a request to pay the Trustee of Trust Funds the sum of \$1,061.23 on behalf of the Heritage Commission. The balance of \$1,000 is the current year's budget, from which no expenditures have been made in the current fiscal year.

F. Heritage Commission Safe

The Historical Society is grateful for the opportunity to use of the Heritage Commission safe. Jenifer Landman and other Heritage Commissioners have been unable to reach Ben King for the combination. The Commissioners will continue to try to contact Mr. King.

G. Projects: Old Locales of North Hampton Brochure

Jane Palmer corrected the Myopia Hunt route through North Hampton (an annual fox-scent hunt until WWII.) Other corrections were discussed. Printing of the brochure will not be available for the November election distribution. The new target date is the March 2009 town voting day.

H. Projects: Time Line

Valid references have been added to support those facts previously identified through Wikipedia. The document has grown to 100 pages and 158 references. Upon project completion, the entire version will be placed on the Town website. Several brochures for selected time periods will present an abbreviated version "high-lights" of the time line.

Other sources for information and annual reports were identified such as Bruce Dow, George Chauncey (Historical Society), University of N.H., Sue Buchanan (Town Clerk), and state registers at libraries (such as Durham and Portsmouth). Jane Currivan will conduct research targeting 1742 through 1842; Jane Palmer will focus her research on the period 1842-1942. Jenifer Landman will divide the electronic file into approximately 10 time periods, adding pictures as they are available, as the single e-document is becoming quite large.

I. Town Hall Update

Paul Cuetara reported Langley, a historic renovation company, has been selected as the contractor for the restoration of the Town Hall bell tower. The company is anxious to begin. Steve Fournier stated that the contract is being completed. The clock and the Paul

Revere bell are in good condition. This part of the project should be completed in a month. The next stage of the project will be the roof.

J. Other Business

The old Leavitt house next door to the library, which is owned by the Town, will be torn down before snow fall. If any organization wants to salvage parts of the structure, they are to contact John Hubbard, Public Works, as soon as possible. The slate roof has been claimed for Centennial Hall. The Historical Society might be interested in the front doors or its locks. The Town may require that the cost of salvaging these materials to be borne by those who want the materials.

K. Meeting Adjourned

There being no other business before the commission, a motion to adjourn was made by Jane Currivan; seconded by Jane Palmer, and unanimously approved at 10:50 a.m.

Respectfully submitted,

Penny Holbert
Secretary

Note: These minutes are unapproved. Obtain minutes from the next meeting to identify any corrections, if any, and a motion to approve or approve as amended.